



Temporary Curb Café/Parklet Encroachment Permit Guide

Submit your no-fee permit application online at
<https://chulavista.seamlessgov.com/formcenter/CurbCafe>

Part 1: Plan Requirements

An electronic exhibit (minimum 11" x 17"; maximum 18" x 24"), drawn to scale, detailing encroachment area and including the following minimum details must be attached to your online application:

1. **Development Summary:** Provide the following information in table format on the first page of the plans.
 - a) A bullet point narrative that details the project's complete scope of work, including all existing and proposed improvements.
 - b) The Project Team. List the name and phone number of all consultants including engineers, architects, designers and contractors.
 - c) Total square footage of the curb café/parklet.
2. **Vicinity Map:** A vicinity map specifies the location of a proposed project in relation to major streets in the area. It is not required to have this map drawn to scale, but it should be proportional. Show at least two major cross streets and all other roadways leading to the site.
3. **Site Plan:** The plans must be fully dimensioned and include the following information:
 - a) Show the adjacent street-level business owner's name, address and name of business.
 - b) City of Chula Vista Business License Number. If you do not know your business license number, you may [look it up online here](#).
 - c) Street, curb, sidewalk, property lines and all existing/proposed improvements in the sidewalk area within 15 feet of the proposed curb café/parklet.
 - d) The right-of-way lines completely labeled and dimensioned.
 - e) The location and dimensions of the proposed curb café/parklet.
 - f) Existing right-of-way improvements such as curb, sidewalk, trees, light posts, fire hydrants, water meters, vaults, etc.
 - g) Dimensions of the distance between any obstruction (parking meters, lights, signs, mailboxes, fire hydrants, trees, tree grates, etc.) in the sidewalk area to the entrance of the proposed curb café/parklet. A minimum distance of five (5) feet is required for pedestrian traffic.
 - h) North arrow and scale.



4. **Elevation Plan:** This is a dimensioned drawing of the proposed curb café/parklet as seen from the sidewalk. Include the following information on the elevation drawing:
 - a) Height of the curb café/parklet.
 - b) Height of any enclosure (maximum height of three (3) feet in height).
 - c) Description of furniture to be used in the curb café/parklet.

Part 2: Design Details

Provide connection details representative of the framing and support elements used in the engineering of the structural system of the project. The connection details should include connection for all structural elements such as platform, benches, umbrella, and barrier. The platform structure and permanently attached structures shall be designed by a licensed Architect or Engineer.

1. **Live Load:** Curb Cafés/parklets that are elevated to be level with the sidewalk will have to meet the minimum distributed live loads.
2. **Accessibility:** All curb cafés/parklets must maintain accessibility to individuals with disabilities per the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Persons in wheelchairs must be able to enter into and access all the primary features of the curb café/parklet.
3. **Design:** Dining area barriers shall be visually appealing and shall define and separate the dining area from the public sidewalk.
4. **Sectional Fencing:** Sectional Fencing (generally defined as rigid fence segments that can be attached together to create a unified fencing appearance) is the most desirable solution for outdoor seating areas using barriers. Sectional fencing must be of metal (aluminum, steel, iron, or similar) or of wood construction and must be of a color (either painted or stained).
5. **Height:** The barrier must measure between 36 inches and 48 inches, with the exception of planters. Planters' height may vary, but in all cases must not exceed a maximum of 8 feet from sidewalk to top of plant materials. All planters must have plants contained within them. All dying plant material shall be immediately replaced.

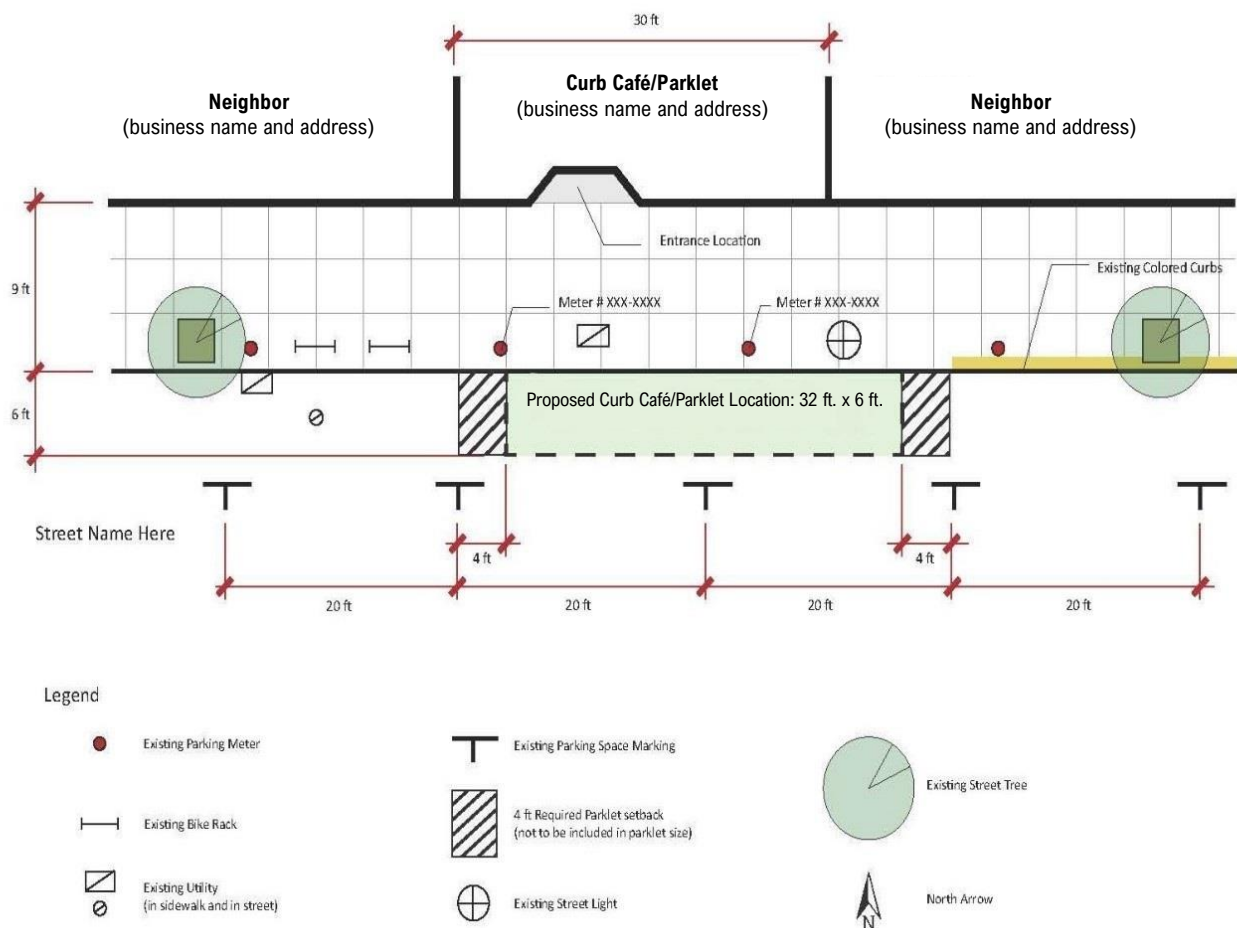




- 6. Minimum Access Width:** Opening to access to the curb café/parklet must measure a minimum of 48 inches in width and must be designed and constructed in compliance with ADA requirements.

Please note that the outdoor dining area is for furnishings (e.g. tables, chairs) and fixtures (e.g. heaters and umbrellas) only. Other appurtenances or furnishings are not permitted within this area. Furniture and fixtures must not be secured to trees, lamp posts, street signs, hydrants, or any other street infrastructure by means of ropes, chains or any other such devices. All furniture and fixtures must be maintained in good visual appearance, without visible fading, dents, tears, rust, corrosion, or chipped or peeling paint. For more information please [refer to the Third Avenue Village Outdoor Dining Design Guidelines](#) that provide further details.

Pictured below: Example Site Plan





Part 3: Design Guidelines

The following is a list of recommended guidelines to assist applicants in the preparation of Temporary Curb Café/Parklet proposals:

1. No curb café/parklet component should weight more than 200 pounds per square foot.
2. Bolting the structure into the street or penetrating the surface of the road in any way is not allowed.
3. Bolting the platform to the curb is permitted when a restoration plan is included along with the application, and a performance bond is provided by the curb café/parklet sponsor.
4. Directly pouring concrete platforms onto the roadway is not permitted.
5. Loose materials such as sand or stone are not permitted on the curb café/parklet.
6. Curb cafés/parklets cannot impede the flow of curbside drainage.
7. Curb cafés/parklets should not be constructed over utility access panels, manhole covers, storm drains, or fire hydrant shut-off valves.
8. Curb cafés/parklets must be designed and constructed in a manner that provides access for maintenance (e.g., clearing debris).
9. Curb cafés/parklets must comply with Americans with Disabilities Act (ADA) design standards including, but not limited to, providing accessible entry and accessible path of travel.
10. Continuous opaque walls or fences surrounding the curb café/parklet above 42 inches in height that block the view into the curb café/parklet are not allowed.
11. The installation of overhead structures is not permitted except for the use of string light elements and certain overhead coverings (e.g. umbrellas). Self-contained low-voltage lighting systems, such as solar or battery-powered lights are recommended.
12. Electrical cords that extend over the sidewalk must be appropriately covered and are highly discouraged.
13. Curb cafés/parklets shall not be installed at an existing bus stop or accessible parking space.
14. A curb café/parklet shall not impede vehicular traffic flow or obstruct motorists' visibility.